



LARRY HOGAN

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*Secretary*

### **Pre-Proposal Conference Summary**

**RFP Solicitation No:** S00R7400005

**RFP Title:** Real Estate Services For REO Properties

The following is a summary of items discussed at the Pre-Proposal Conference held on November 3, 2016. This summary is intended to be a general record of the meeting and ***does not*** constitute an amendment to the RFP.

- **Introduction:** The meeting opened at 10:15 a.m. Amanda Pinder from DHCD Procurement presided and opened the floor to introductions. Thirty-one (31) people attended, including four (4) people from DHCD and twenty-six (26) representatives from twenty-four (24) unique vendors.
- **Overview:** Mrs. Pinder explained that the services being solicited are for Real Estate Services for REO Properties. She deferred to Jean Peterson, Director, Policy & Administration, DHCD Division of Credit Assurance, and Steve Wilson, REO Supervisor, DHCD Division of Credit Assurance to go into detail.
- **Correction:** It was noted that as per Section 3 – Scope of Work, Section 3.2.1.2.3 referred to the price proposal as Attachment H of the RFP, it is Attachment F. This section has been updated and CORRECTED RFP posted.
- **Proposal Due Date & Time and MBE/VSBE Goals:** Mrs. Pinder confirmed the proposal due date and time of December 1, 2016 at 2:00 P.M. She explained the subcontractor participation goals for Minority Business Enterprises (MBEs) and Veteran-owned Small Business Enterprises (VSBEs).
- **Susceptibility for Award:** Mrs. Pinder explained that two factors can automatically render a technical proposal not reasonably susceptible of being awarded a contract: (1) not providing documentation of minimum qualifications, and (2) omitting or incorrectly completing MBE and VSBE forms. She encouraged vendors to submit any questions to lessen this risk.
- **Mandatory Terms & Conditions:** Mrs. Pinder called attention to Section 1.24 of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a technical proposal being rejected.
- **Office of Fair Practices (OFP):** Gordon Outlaw, Director of the Office of Fair Practices was present and assisted in answering questions pertaining to the required MBE/VSBE forms.
- **DCA Multifamily Programs:** Mrs. Peterson & Mr. Wilson expanded on the scope of work in Section 3 and opened the floor to questions.
- **Vendor Questions:** Vendors asked questions regarding the scope of work and the procurement process.
- **MBE/VSBE Presentations:** MBE and VSBE vendors who attended were invited to stand and give a brief summation of their companies' certification and capabilities. Most vendors did so.



The following critical reminders were also noted:

- MBEs must be certified by Maryland Department of Transportation (MDOT), which companies can be found at <https://mbe.mdot.maryland.gov/directory/> – 23% MBE Goal;
- VSBES must be certified by Veterans Affairs, which companies can be found at <https://www.vip.vetbiz.gov/> – 1% VSBE goal;
- MBEs must be certified to perform services within their NAICS codes, so that participation can be counted towards the goal;
- Neither MBEs nor VSBES shall be removed or added after award; such modification requires approval from both the MBE Liaison and Procurement Officer, and if applicable, DHCD's Secretary.

For any questions or concerns related to the above stated MBE/VSVE information, please contact:

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- **Adjournment:** The meeting closed at 11:00 a.m. All vendor attendees signed in, and some left business cards. Vendors stayed for ten minutes to network.